Procedure: *Holding Software Configuration Control Boards (SCCB)*	
Issue Date: December 1, 2000	Procedure ID: *P-CM-050*
Supersedes: Initial Release	Rev/Change 1.0

1. **Purpose:** Provide instruction for the function of the SCCB.

2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.

3. **Responsibility:** SCCB Chairperson

4. **Support:** Configuration Control Manager; Software Development Managers, Test Managers

5. **Invoked By:**
   Configuration Management   P-CM-010

6. **Inputs:**
   Configuration Management Plan   S-CM-030

7. **Outputs:**
   Dispositioned CCDs
   Meeting Minutes
   Attendance Sheet

8. **Procedures Invoked:** N/A

9. **External Procedures Referenced:** N/A

10. **Procedure Steps:**

   a) At lease five days prior to the SCCB date, the SCCB Chairperson determines which items are to be considered at the next SCCB.
   b) Distribute the agenda package for review and analysis to the SCCB members.
   c) Members review the proposed changes and change fixes for the following factors, as appropriate.

   ☞ Determine if the change is within scope. As appropriate the change is forwarded to the AOG.
   ☞ Verify the validity of the change; ensure it fixes the problem or improves the product.
   ☞ Verify the technical content; ensure it is understandable and correct.

   d) The SCCB reviews and discusses the agenda items and the disposition as appropriate (Approved, Deferred, Forwarded, Withdrawn, or Disapproved).
   e) The SCCB Chairperson presents the Change Control Documents (CCDs) that require client approval to the AOG for review and approval.
   f) The Software Configuration Management (SCM) Analyst compiles the minutes from the meeting, and distributes copies of the minutes to all SCCB members.

11. Notes:

The Software Configuration Control Board (SCCB) is an interdisciplinary team that evaluates and dispositions proposed changes to configuration items under the control of project Software Configuration Management (SCM). The SCCB also functions as an interface control working group, evaluating and dispositioning proposed changes as specified in the SCM plan) or as required to address individual changes or groups of changes.

The SCCB is an internal organization, not to be confused the Review and Configuration Control Board (RCCB) that might be chaired by the customer.

Typically, no more than ten CCDs (e.g. Software Problems/Change Requests, Engineering Change Proposals, and Deviations/Waivers should be considered at a single meeting.

A representative from each SW team should be a member of the SCCB. A CCD may only be considered if the affected department is represented.